

MEAL CHARGES

In accordance with state and federal law, the *Holy Family Catholic Schools* adopts the following standard practice to ensure school system employees, families, and students have a shared understanding of expectations regarding meal charges. The standard practice seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals

Students have use of a meal account. When the balance reaches \$0 a student may charge no more than \$20 of meal purchases to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. Families may send cash or check to school, labeled with student's first and last name or pay online at <https://www.spseipay.com/holyfamily/login.aspx>.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received. Students with outstanding meal debt in excess of \$20 and cannot pay out of pocket for a meal will be served a cheese sandwich and milk for a charge of \$1 that will be added on to the outstanding meal debt.

[Employees may use a charge account for meals, but must have funds in the account to cover purchases. When an account reaches this limit, an employee shall not be allowed to charge further meals or a la carte items until there are funds in the account.]

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the negative balance reaches \$20. Families will be notified by email when the account falls before \$5. Negative balances of more than \$50, not paid prior to end of the school year will be turned over to the chief administrator or chief administrator's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

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Communication of the Standard Practice

The standard practice and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the standard practice.

Records of how and when the standard practice and supporting information was communicated to households and staff will be retained.

The chief administrator may develop an administrative process to implement this standard practice.

Legal Reference: 42 U.S.C. §§ 1751 *et seq.*
7 C.F.R. §§ 210 *et seq.*
U.S. DEP'T OF AGRIC., SP 46-2016, UNPAID MEAL CHARGES: LOCAL MEAL CHARGE POLICIES (2016).
U.S. DEP'T OF AGRIC., SP 47-2016, UNPAID MEAL CHARGES: CLARIFICATION ON COLLECTION OF DELINQUENT MEAL PAYMENTS (2016).
U.S. DEP'T OF AGRIC., SP 57-2016, UNPAID MEAL CHARGES: GUIDANCE AND Q&A (2016).
Iowa Code 283A.
281 I.A.C. 58.

Cross Reference: 710.1 School Food Program
710.2 Free or Reduced Cost Meals Eligibility
710.3 Vending Machine

Approved _____

Reviewed _____

Revised _____